

## Draft Meeting Minutes for Londonderry Village Wastewater Project

June 17, 2025

Attendees:

**Online Attendees:** Aileen Tulloch (Londonderry Town Administrator), Matt Bachler (Windham Regional Commission).

**Village Wastewater Committee Members:** Gary Hedman (online), Tom Metcalfe, Sharon Crossman, Larry Gubb

**Guests:** Pamela Spaulding, Martha Dale (Londonderry Select Board)

The meeting was held at Neighborhood Connections, recorded to the cloud, and transcribed via AI Companion.

The video can be viewed at:

[https://us06web.zoom.us/rec/share/VVeL7ba0\\_Xlpo3Y63o8ZqTrNn33LhdBChfGilUrO8PluvX-T65zlvifNz82DvqA.Sa9\\_hyyHMN6G8jpl](https://us06web.zoom.us/rec/share/VVeL7ba0_Xlpo3Y63o8ZqTrNn33LhdBChfGilUrO8PluvX-T65zlvifNz82DvqA.Sa9_hyyHMN6G8jpl)

Passcode: Mx\$=nsy5

**Meeting was called to Order at 6:04 PM**

### **Quick recap**

*The meeting focused primarily on project status and finalization of future communication to potential users of the Village Wastewater systems.*

### **Next steps**

- *Matt Bachler to update letters to South Village (Phase I & 2) and North Village potential users incorporating final edits/revisions.*
- *The corresponding question and answer session will be held on July 10<sup>th</sup> at 6:00 PM at the Town Offices. Deadlines for submitting a connection application will be July 15<sup>th</sup> (South Village) and July 31<sup>st</sup> (North Village).*
- *Matt will forward mail merge lists and finalized letters to Aileen for distribution.*
- *The Committee will work with the project design engineer to provide an updated presentation to Select Board regarding project funding status and phasing*
- *Gary to purchase an external hard drive and coordinate with Neighborhood Connections to archive all meetings older than 30 days, and provide hard drive to Town Administrator.*
- *The Committee will prepare a project update and provide to Pam Spaulding for the August Derry Doings.*
- *Aileen to confirm if Village Wastewater has an expenses budget to cover purchase of external hard drive.*

## **Summary**

*Gary called the meeting to order and noted that the meeting was properly warned, with agendas posted at the post offices and town offices. A motion was made to approve the draft minutes from the June 6 meeting. Gary made the motion and Larry seconded, with all in favor.*

## **Committee Meeting Recordings**

*Neighborhood Connections has asked the Committee to archive recordings of past meetings from the Neighborhood Connections cloud storage, due to file size/space. A external hard drive will be purchased, and all recordings that are older than 30 days will be saved to the hard drive and transferred to the Town.*

## **Public Comments**

*Pamela asked if there was any necessary coordination with the Planning Commission at this time. No coordination items were identified by meeting attendees.*

## **Project Updates**

*Matt noted that the Phase I B scope was submitted to State Historic Preservation Office (SHPO) on April 14<sup>th</sup>. The SHPO review process generally has a 30 day review period for most project submissions. Hartgan Archaeological Associates Inc. is currently waiting for SHPO approval to complete the shovel testing (within 4-6 weeks after approval). Chrissy will be notifying property owners of the shovel testing and will follow up once the work has been scheduled.*

*Gary noted that with the ongoing discussions with the Select Board, a revised construction cost estimate should be prepared once additional clarity is provided. The discussion then covered questions on particular line items in the estimate (i.e. ledge allowances, property restoration).*

## **Outreach to Potential Users**

*Matt has distributed the draft summary letter to potential users for each of the three groups of potential system subscribers (South Village Phase I & 2, North Village). The summary letters provide a project update, current fee schedule structure (i.e. estimated monthly user costs), project timeline, and a link to the Draft Ordinance on the Town website. During the meeting, the Committee reviewed each of the letters and agreed on final edits/revisions. July 10<sup>th</sup> at 6:00 PM was selected as the date for the public question and answer session to be held at the Town Offices. The deadline for submitting a complete user connection application is July 15<sup>th</sup>, 2025 (South Village) and July 31, 2025 (North Village). Reminder emails will be sent to potential applicants ahead of the July 10<sup>th</sup> Q&A session, and again as the submittal deadlines approach.*

*Matt will provide Aileen with the mail merge list, and finalized versions of all three letters by June 19<sup>th</sup>, and Aileen will coordinate the mailing from the Town.*

## **Next Committee Meeting –**

*The next Village Wastewater Committee meeting is scheduled for Tuesday, July 1<sup>st</sup>, at 6:00 PM at Neighborhood Connections.*

*Tom made a motion to adjourn the meeting, seconded by Larry, and the meeting adjourned at 7:10 PM.*

*Note – Draft meeting minutes are generated through AI technology. While we strive for accuracy, the generated draft meeting minutes may contain errors or omission, and are subject to revision prior to approval.*